

85-1917

29 May 85

DDA REGISTRY

FILE: 18-4

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Information Services
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: DA Career Trainees

1. Since December 1983, [] DA officers have entered the Career Trainee Program. During that period, the DA program has evolved from a base of an eight-week introductory course and nine months of interim assignments in the DA, to a series of courses including []

25X1

25X1
25X1

2. The most important aspect of the Career Trainee (CT) training is that it provides broad exposure to the DA and the Agency that cannot be obtained in any other way. This exposure builds networking and understanding that will be very beneficial as the CT progresses in his/her Agency career. It is important that your CT officers obtain maximum exposure outside of your office during their year as CTs. When there is a choice between an interim assignment in the sponsoring DA office and another DA exposure, I prefer the latter. As more DA CTs enter the program, and as the CT program as a whole grows, more and more interim assignments for CTs will be requested of your office for both DA and non-DA Career Trainees. To help you plan for these assignments, the Career Trainee Division/OTE has surveyed the DA CTs for their ideas on what comprises a good interim assignment. Attached are their comments in random order.

3. When the CTs come to the DA for interims, they will have had at least one interim in the DO as desk officers in an area division, frequently responsible for all Headquarters

25X1 ALL PORTIONS CLASSIFIED CONFIDENTIAL

25X1 [] CONFIDENTIAL []

CONFIDENTIAL**SUBJECT: DA Career Trainees**

activities for a country or group of countries. Their jobs often demand 12-hour working days and weekends. The CTs are very enthusiastic about this dynamic exposure.

4. Please work to make the DA interims in your office equally challenging. If the assignments are well received, it will represent a plus, both for the CT and for your office, because the CT program will want to fill the assignment regularly, thereby providing you with additional manpower for which position ceiling is maintained by OTE. If you have questions on the DA CT program, please call the DA representative,

25X1

H/
Harry E. Fitzwater

Attachment:
As Stated

25X1 OTE/C-CTE [redacted] (13Mar85)

Orig - Addressees
2 - DDA
2 - D/OTE
1 - CTD/OTE

CONFIDENTIAL

GOOD INTERIM

- * Chance to take initiative
- * A lot of work variety
- * Opportunity to attend regular management meetings
- * Opportunity to meet managers throughout the component
- * Supervisor interested in working with CTs and who keeps in touch with the CTs
- * Support from co-workers
- * Interest and support from managers
- * Getting introduced to lots of people in the component
- * Heavy workload
- * Maximum responsibility
- * Maximum opportunity to make contribution
- * Acceptance as a member of the office
- * Being expected to contribute like everyone else
- * Maximum opportunity to make good impression

BAD INTERIM

- * Not enough work
- * No work, just overviews or "grunt" work
- * Not enough variety
- * Isolated, menial job
- * Answering phones, filing, setting up files, reading files
- * No supervision
- * No responsibility
- * No one expecting you when checking in
- * Reading files as a major activity
- * Office does not want to share its operations with you
- * Many gaps when there is nothing to do
- * Messenger duties
- * Everyone too busy to instruct the CT
- * Supervisor who won't react to negative feedback with positive changes or who won't request feedback
- * Being treated as an outsider